

TOWN OF ST. JAMES

PROCESS FOR OBTAINING A ZONING PERMIT

EFFECTIVE MARCH 2022

The Town of St. James is now issuing zoning permits electronically.

Once the owner/contractor receives notification that the plans have been approved by the ACC, please email Jamie Burns (jburns@stjames.town) a copy of the ACC approval letter, ACC stamped plans, along with the completed Town General Application Form (attached) and deliver to the Zoning Department located in the Town Office, along with the fee check (made payable to the Town of St. James). **If the building site is located in the AE Flood Zone, an elevation certificate is also required before a zoning permit will be issued.**

The Zoning Department will review the plans for compliance with the requirements of the Town of St. James Unified Development Ordinance. If the plans meet those requirements, the Zoning Department will place the official Town stamps on every page of the plans and site plan, and issue a zoning permit.

Questions should be directed to the Town of St. James Zoning Department:

Phone: (910) 253-4730

Email: jburns@stjames.town or jrepp@stjames.town



Town of St. James General Application Form

***** ALL FEES ARE NON-REFUNDABLE *****

Date:		Staff:	Fire Chief:
Type of Request:			
Please give an explanation of the request:			
Current Zoning:	Does property need to be re-zoned: <input type="checkbox"/> No <input type="checkbox"/> Yes If yes. New zone:		
Applicant/Agent Name:			Phone / Fax #:
Mailing Address: City, State and Zip Code			
Owner's Name & Mailing Address: City, State and Zip Code			
Properties 911 or Physical Street Address:			
Name of the Project/Business: <small>This name will be used throughout the process. Please do not make changes after the process has started.</small>			
Tax Parcel(s):		Acreage/Square Footage of Property:	
Setbacks	Front:	Side:	Rear: Flood Zone:
Section:	Plat:	Lot:	
Is the project a permitted use in the zoning district? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown			
Is the project a use permitted with conditions or a Special Use? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown			
Height of (New or Existing) Building:		Square Footage/Dimensions of (New or Existing Building):	
Applicant/Agent Signature(s):			Date:
Application is: complete <input type="checkbox"/> incomplete <input type="checkbox"/>			Date Received:
Received by: Zoning Administrator:			Date Received:
Re-submittal of application: complete <input type="checkbox"/> incomplete <input type="checkbox"/>			Date Received:
Received by: Zoning Administrator			Date Received:
Payment Received by: Amount: Date:			

Payment Due Upon Date of Submittal
Fee Schedule Attached

E-Mail Address for stamped plans to be sent: _____

Town of St. James
Zoning Department Fee Schedule
2025-2026 (FY26)



Type of Permit	Current Fee
Zoning Permit:	
Single Family Residence (SFR), Remodel (upfits, additions, etc.) , Commercial work, Swimming Pools, etc.	\$ 100.00
Zoning Permit:	
Fences, Solar Panels, Patios, Decks, Walls, Docks, Sheds, Storage Buildings, Pergola Structures, etc.	\$ 50.00
Temporary Use Permit	\$ 20.00
Sign Permit	\$ 100.00
Site Plan Review	\$ 250.00 plus \$10/Acre if Over One (1) Acre
Site Plan Amendment	\$ 150.00
Official Zoning Map Amendment	\$ 250.00
Special Use Permit	\$ 250.00
Special Use Permit Modification	\$ 100.00
Conditional Zoning Application	\$ 500.00
Subdivision Preliminary Plat	\$ 250.00 plus \$10/lot
Subdivision Final Plat	\$ 200.00
Variance, UDO	\$ 500.00
Variance, Stormwater Ordinance	\$ 500.00
Appeal of Administrative Decision	\$ 300.00
Establishment of Vested Rights	\$ 500.00
Zoning Map	\$ 50.00
Copying	\$ 0.25 per page
Zoning Information Certificate	\$ 25.00
Zoning Ordinance	\$ 250.00